

Guidance Sheet for Career Development Plan

1. Current Strengths and Development Gaps

Describe in bullet points current strengths and development areas for your desired role or position.

2. Career Development Goals

Specifically describe your long-term career development goals. Consider:

- **Your overall career direction:** Would you like to move up, grow within your current position, make a lateral move, or pursue a different career direction?
- **Abilities and interests you want to express in your work:** What abilities do you most enjoy using? What career-related interests are you drawn to?
- **Important needs and values about work and where it fits into your life as a whole:** Think about the fit between your current position and your life outside work. Are you satisfied with your current work-life balance? What are your values about this? Are they consistent with those of your partner and/or family?
- **Knowledge and experience that you need to update:** Are you up-to-date on the technical aspects of your field? What other knowledge and experience is important for you to develop (i.e., writing, presentation, interpersonal communication, and/or leadership skills)?

3. Relationship Building

Given your career goals, what organizations and individuals do you need to develop relationships with to increase your likelihood of success? For example: do you need contacts within the Laboratory or at other national laboratories; in academia, industry, government, UC or other universities; or from networking events such as conferences, local association chapter meetings, etc.? List the individuals you will contact, the type of relationship you want to develop (i.e., mentor, collaborator, colleague, informational interview, etc.), and your timeframe.

4. Developmental Experiences

What developmental experiences do you need in order to accomplish your career goals and update your level of knowledge in your field, and what is your timeline for taking these steps? For example:

- **On-the-job experiences**, such as taking on a particularly challenging assignment; assuming a departmental responsibility that involves learning a new skill
- **Organizational experiences**, such as soliciting feedback regarding a departmental program or process; benchmarking other teams that are known for high performance and creating a plan to help your team meet or exceed their achievements
- **Leadership experiences**, such as serving as a mentor to a summer student; leading a project team; chairing a selection committee
- **Speaking or publishing opportunities**

5. Education and Training

What educational and training experiences do you need in order to accomplish your career goals and update your level of knowledge in your field, and what is your timeline for taking these steps? For example, formal education and credentialing through the Laboratory's Tuition Assistance Program, Berkeley Lab Learning Institute's Skillsoft online courses, offsite educational options, professional association programs, or independent reading.

6. Meetings to Discuss this Plan

Think about the individuals you want to meet with to discuss your plan and subsequent progress. What aspects do you want to discuss with your supervisor? Are there others you should meet with? What is your timeline for these meetings?